

Full mailing address;
including street name and
number

Annotation Key:
GM: Sentence-level clarity (grammar and mechanics)
DD: Visual design (document design and graphics)
ORG: Organizational clarity (document structure)

See Purdue's OWL at the address below if you have
further questions on cover letters.
<http://owl.english.purdue.edu/owl/>

[Redacted]
Lafayette, IN 47904
December 6, 2006

The first paragraph introduces Karcher, states the position he is interested in, and briefly discusses his education.

Dr. Jeff Firkins
Search Committee Chair
Department of Animal Sciences
2029 Fyffe Road
Columbus, OH 43210

Name and mailing address
of recipient

Dear Dr. Firkins:

opening salutation

The second paragraph discusses why Karcher is qualified for the position.

I am writing to apply for the assistant professor of animal sciences with emphasis in poultry cell biology as advertised at the Poultry Science annual meeting. I am a graduate student at Purdue University working on my dissertation under the advising of Dr. Todd Applegate. I expect to complete my Ph.D. by May of 2007. My commitment to conducting and publishing quality research and experience with outreach programs declare me a suitable candidate.

The third paragraph discusses his future research goals, which show his ambition. This also helps the employer decide if he is a proper fit for the position.

My main research interest is growth and development of food producing avian species in particular broilers, ducks, and turkeys. My dissertation, *Growth Factor Ontogeny in the Avian Embryo and Hatchling*, explores the effects of insulin-like growth factors (IGF) on the development of the gastrointestinal tract (GIT). I have published one chapter of my dissertation, which explored the concentration changes of IGF in the allantoic and amniotic fluids present during incubation. In an attempt to further understand the influence of IGF on GIT development, I am evaluating the abundance of IGF message present within the GIT and intestinal changes correlated with development using quantitative real-time PCR. I will also visualize location of IGF message with in situ hybridizations and evaluate tight junction closure using transmission electron microscopy. Overall, these experiments should depict a picture of how IGF influences GIT development during the last days of incubation and the first few days following hatching.

Karcher mentions that his work will be beneficial to Ohio. When writing a cover letter, be clear about how you can help the employer, not how the employer can help you.

I envision future experiments continuing to focus on GIT development and function. Several experiments stemming from my dissertation could be conducted to evaluate other growth factors and their potential roles during development. Working with Dr. James Bitgood for my Masters from the University of Wisconsin, I am aware of the genetic lines developed by Dr. Nestor. I see collaborative studies being conducted to evaluate the differences in these lines and influences on the GIT development from nutritional, physiological, and developmental perspectives.

The vast experience I have with extension will facilitate the development and implementation of outreach programs within Ohio. Having obtained a Bachelors of Science in Agricultural Education, I have had the opportunity to study and design outreach programs. I was actively involved with 4-H and FFA poultry workshops and contests during my time at the Ohio State University. I also interned for the Ohio Poultry Association. The internship provided me the opportunity to meet and network with numerous poultry producers throughout the state. While working on my Masters, I

Note: To enhance readability when creating professional documents, make sure the introduction is no longer than eight lines and the other paragraphs are no longer than ten lines each.

was able to implement a poultry quiz bowl providing opportunities to youth. I also had the opportunity to serve as a teaching assistant with the Midwest Poultry Consortium classes. This allowed me the chance to visit with professors and industry people from around the Midwest gathering information about various aspects of the industry and outreach programs present within other states. While outreach programs for youth are important, I believe outreach programs aimed toward producers are vital in identifying major issues within the poultry industry.

Note the use of keywords such as "outreach programs." It is good to show the employer you know about their institution.

I am aware of outreach programs to address youth involvement, however, programs addressing overall poultry issues like welfare and behavior need to be explored. I also believe programs could be developed to address specific issues identified within the layer, broiler, and turkey sectors of the industry.

GM: Be careful to proofread your cover letter to avoid grammatical errors. EG: Instead of typing "my" he accidentally typed "by." Spelling errors could harm your reputation enough to prevent you from gaining an interview.

I have worked to develop my leadership skills, and have enhanced my leadership style by participating in numerous organizations. I am currently serving as a co-chair for the student committee in the Poultry Science Association as well as being elected to the Board of Directors as student liaison. My active participation in the Purdue Graduate Student Government (PGSG) has afforded me the opportunities to be committee member, committee chair, and a graduate assistant to the organization. As the graduate assistant to the PGSG, I was responsible for making contact with all department heads to obtain graduate student representation from the department. I also contacted and organized several breakfasts with one of the Deans of the Graduate School to obtain feedback from graduate students on their experiences at Purdue. Through participation in various organizations, I have been able to work with individuals from different departments in order to achieve a common goal.

I am committed to research and extension at a university level and would value the opportunity to add my expertise to the department. I have included by curriculum vitae and references and would be happy to forward to you any other desired documentation upon request. Thank you for your consideration and I look forward to hearing from you.

Sincerely,

Darrin M. Karcher

Always remain courteous in your cover letters and thank the hiring professional for their time.

You should include some statement saying that you will contact them or that they will contact you.

Closing salutation

Enclosures: resume → example

When you are sending a cover letter through the mail and it has a resume included, note on your cover letter that you have enclosed your resume and/or a list of references.

SUSAN A. WHITFIELD

Permanent:
86-93 188th Street
Hollis, NY 11365
(718) 483-9823

Present:
186 Cedar Street
Vestal, NY 13905
(607) 722-1876

E-Mail: bf25889@binghamton.edu

EDUCATION

Binghamton University, State University of New York

Bachelor of Arts, Biology, expected 5/00.

Minor: French

Overall GPA: 3.6

Curriculum Highlights: Cell and Molecular Biology, Organisms and Populations, Human Anatomy and Physiology, Microbiology, General Chemistry, Organic Chemistry, General Physics – Labs in Biology, Chemistry, and Physics – General Psychology, Developmental Psychology, Statistics

Special Project: Took part in extensive e-mail exchange in French with a community resident.

INTERNSHIP

Wilson Hospital – Rehabilitation Unit, Johnson City, NY – 5+ hours weekly (fall 99, spring 00)

Offered encouragement to patients undergoing therapeutic regimens. Answered questions on procedures including use of exercise equipment. Observed a broad range of treatments.

EMPLOYMENT

Automobile Association of New York, Melville, NY (summers 98, 99, and winter vacations)

Customer Service Representative and Membership Recruiter

Researched and outlined automobile trips utilizing computer and route books. Planned vacation itineraries. Received emergency road calls and expediently dispatched assistance. Successfully prospected new members. Trained and oversaw incoming employees.

Brown Real Estate, Bayside, NY (spring 94 – summer 97)

Clerical Assistant

Performed miscellaneous tasks such as responding to phone inquiries, data entry, maintaining client files, preparing mailings, and organizing for sale books.

Rolling Hills Day Camp, Roslyn, NY (summer 97)

Counselor

Supervised routine of 4-year-old boys. Promoted growth of daily living and social skills. Resolved problems. Teamed with staff to arrange intergroup events. Communicated frequently with parents.

CAMPUS/COMMUNITY ACTIVITIES

Phi Sigma Sigma National Sorority

Secretary (Executive Board position)

Documented meetings and reported on proceedings. Consistently kept accurate and up-to-date records. Participated in revising chapter constitution.

Special Event Assistant

Collaborated with peers to plan and implement project supporting medical center in Israel.

Vestal Hills Elementary School, Vestal, NY

Mentor

Provided an 8-year-old child with friendship, personal guidance, and help with classroom lessons. Additional: Endicott Senior Citizens Center, Boys and Girls Club, Adopt-A-Highway.

REFERENCES AVAILABLE UPON REQUEST

Joseph V. Dias & Gregory Strong
English Department
Aoyama Gakuin University
4-4-25, Shibuya, Shibuya-ku, Tokyo
150-8366 Japan

Dear Professors Joseph Dias & Gregory Strong,

I am writing in response to our conversation regarding openings in the English Department. In addition to two MA degrees and a certificate of TESOL, I have ten years experience teaching at Japanese Universities. I am just completing a PhD program in Education. This month, I made a poster presentation in a forum at the JALT conference on "The treasure hunt of teaching and learning."

I have been an adjunct professor in the ____ Faculty at ____ University for nine years. At ____ University I teach five 1st and 2nd year Academic Listening and Speaking classes. The remainder of my classes are 2nd year electives such as Business Skills, TOEIC and writing. At ____ University, I am in the Economics Faculty ____ Program where I teach five 2nd year Academic Listening classes and one Academic Speaking class. This year I began teaching Current Issues and Print Media classes in the School of _____ at _____ University.

In these classes most students come with one or more challenges such as poor academic skills, low motivation and a passive attitude. My goal is to help them develop academic skills, care about the courses, and become active learners. The key academic skills we focus on are global listening, listening for detail, paraphrasing, summarizing, critical thinking, inferring, and note taking. I believe that I can help your students to raise the quality of their academic and English skills.

Thank you for considering my application. I look forward to hearing from you in the near future.

Respectfully Yours,
